

**SENIOR LAW CLERK**

**DEFINITION**

Under supervision, performs a variety of legal tasks and services for the City Attorney's Office.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the City Attorney or his/her designee. This class does not exercise supervision.

**DISTINGUISHING CHARACTERISTICS**

Incumbents provide legal assistance, research, writing, and analysis to process or assist in the preparation of legal documents; and provide legal support to an attorney. Incumbents in this class have graduated from law school and are awaiting results of, or will be taking, the California Bar examination. Senior Law Clerks provide the more complex legal assistance, research, writing, and analysis duties. This class differs from Law Clerk in that incumbents of the latter are enrolled in law school and work while attending law school under close supervision and on a temporary basis. Incumbents serve at the will of the City Attorney, are in the unclassified service, and are limited to no more than two (2) consecutive years as a Senior Law Clerk.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Performs complex legal research in preparation for civil and/or criminal trials and administrative hearings.

Writes legal briefs and legal memoranda by collecting data on legal precedents and principles; prepares legal documents and reports.

Assists with the preparation of cases for trial and/or administrative hearings.

Represents the City at administrative hearings.

Locates, interviews, and prepares witnesses prior to and after court proceedings and/or administrative hearings.

Researches City Council actions, Fresno Municipal Code provisions and other related documents.

Prepares declarations and a variety of other legal documents including but not limited to affidavits, briefs and interrogatories.

Prepares, maintains and reviews a variety of records and documents.

Delivers or directs delivery of subpoenas to witnesses and parties associated with particular hearings/trials.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Standard legal procedures and practices; legal terminology and courtroom and administrative procedures.

Legal research methods.

The preparation and presentation of varied cases before state and federal trial and appellate courts, and administrative and legislative bodies.

Office computer operations with basic legal applications such as electronic legal research, word processing and timekeeping applications.

Various research methods and techniques.

Data collection and analysis of information.

Recordkeeping principles and practices.

Principles of business and legal writing.

#### **Ability to:**

Apply thorough knowledge of governmental codes and ordinances.

Research, analyze, and apply legal principles, facts evidence and precedents to legal problems.

Draft sound legal opinions; present statements of law and fact clearly, accurately, and logically, in written and oral form.

Analyze and prepare a wide variety of legal documents.

Present cases in court as a prosecutor or as an attorney representing the City.

Exercise sound, independent judgment within general policy guidelines and operating parameters.

Effectively complete varied assignments within a narrow time frame.

Prepare clear, concise, and comprehensive records, reports, correspondence and other written materials.

Make clear and persuasive oral presentations.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Understand and carry out instructions, both in oral and written form.

Understand legal documents.

Write clear and concise reports and memoranda.

Create and maintain a variety of records and logs.

Conduct research on legal problems and case studies

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

**Skills to:**

Safely operate a motor vehicle.

Operate office equipment, a computer and a variety of word processing and software applications for completion of assigned duties.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited school of law.

Senior Law Clerk  
Page 4

**SPECIAL REQUIREMENT(S):**

Possession of a valid Class C California Driver's License is required at time of appointment, and must be maintained for the entire term of employment in this class. Proof of adequate vehicle insurance may be required at time of appointment and for the entire term of employment in this class.

APPROVED: (Signature on File) DATE: 4/15/2019  
Director of Personnel Services

New: 04/15/2019